

DEPARTMENT OF THE ARMY
MEDICAL DEPARTMENT ACTIVITY
FORT HUACHUCA, ARIZONA 85613-7040

MEDDAC Memorandum
No. 700-7

1 April 2004

Logistics
MEDICAL INSTRUMENT RECYCLING PROGRAM (MIREP)

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1. HISTORY: This issue publishes a revision of this publication.
2. PURPOSE: This memorandum establishes procedures for recycling medical/dental instruments. The Medical Instrument Recycling Program (MIREP) procedures for the repair, refinishing, and reconditioning of economically repairable instruments.
3. SCOPE: This memorandum is applicable to all elements of MEDDAC and DENTAC Fort Huachuca.
4. REFERENCES:
 - 4.1 AR 40-61, Medical Materiel Policies and Procedures.
 - 4.2 MEDCOM Pam 700-1, Command Logistics Review Team Command Supply Discipline Program.
5. RESPONSIBILITIES:
 - 5.1 The Chief, Logistics Division has the primary staff responsibility in the supervision and operation of the MIREP.
 - 5.1.1 Ensures that the supported DENTAC is included in this program.

* This Memorandum supersedes MEDDAC Memo 700-6, dated 6Mar01

5.1.2 Establishes a collection point for this program.

5.1.3 Appoints a Program Manager.

5.2 Hand Receipt Holder. Identifies unserviceable instruments requiring MIREP services, and turns such instruments in to the central collection point.

5.3 Central Sterile Supply (CSS). Serves as the central collection point for this program.

5.4 Chief, Equipment Management Branch.

5.4.1 Operates the MIREP Program for MEDDAC/DENTAC

5.4.2 Determines the procedures for turn-in and accounting for all receipts, repairs, and disposal utilizing requests for reconditioning memorandum as an informal accounting record.

5.4.3 Maintains voucher files consisting of copies of the receipt and final billing from the contractor.

5.4.4 Ensures that all instruments are tagged when received.

5.4.5 Ensures that all instruments meet the criteria of this program as outlined below:

5.4.5.1 The instrument is unserviceable or otherwise unsuitable for use.

5.4.5.2 A replacement item is required to accomplish the mission.

5.4.5.3 The replacement unit cost exceeds \$8.00.

5.4.5.4 The estimated recycling cost is less than 60 percent of its estimated replacement cost.

5.4.5.5 The Accounting Requirements Code (ARC) is D (a durable item) in the Army Master Data File (AMDF), or it is a similar non-standard item.

5.4.6 Obtains a service agreement for recycling of all instruments which meet the criteria as outlined in AR 40-61 and this memorandum.

5.4.7 Ensures that an itemized receipt for instruments turned over to the contractor is received.

5.4.8 Obtains from the contractor an itemized statement of recycling cost.

5.4.9 Ensures that records are maintained on all items turned-in.

5.5 Chief, Materiel Branch

5.5.1 Receives from the Hand Receipt Holder and CSS all durable instruments, which are declared unrepairable.

5.5.2 Disposes of unserviceable instruments in accordance with current memo, (turn-in to the Defense Reutilization and Marketing Office [DRMO]).

6. PROCEDURES:

6.1 Handreceipt Holder.

6.1.1 Tags all instruments turned-in to the central collection point with a National Stock Number, Nomenclature, Material Management Control Number, Unit Cost, and Hand Receipt Code.

6.1.2 Ensures that all instruments meet the criteria of the program as outlined below:

6.1.2.1 The instrument is unserviceable or otherwise unsuitable for use, and a replacement item cost would exceed \$8.00.

6.1.2.2 A replacement item is required to accomplish the mission.

6.1.2.3 Turn-in to the collection point all medical/dental instruments which are in need of repair and/or sharpening.

6.1.2.4 If the instrument(s) is/are found to be unserviceable, and do not meet the criteria as outlined in 5d(5)(a) above, the hand receipt holder will turn the instrument(s) in to the Chief, Materiel Branch for disposal.

6.2 Central Sterile Supply.

6.2.1 Serves as central collection point for instruments included in this program.

6.2.2 Identifies all instruments which qualify for this program based on a unit replacement cost greater than 8 dollars.

6.2.3 Completes Request for Reconditioning Memorandum for Submission to Chief, Medical Equipment Maintenance (see Appendix B).

6.2.4 Ensures instruments requiring reconditioning are sterilized prior to submitting to the Chief, Medical Equipment Maintenance Branch.

6.2.5 Turns in to the C, Material Branch all instruments, which are determined to be unrepairable by the vendor.

6.3 Chief, Equipment Management Branch.

6.3.1 Serves as coordinator of the MIREP.

6.3.2 Notifies DENTAC Headquarters and Chief, Central Material Supply of scheduled dates of On-Site MIREP servicing.

6.3.3 Only accepts instruments that have been terminally cleaned and sterilized from Central Material Supply.

6.3.4 Ensures that all instruments turned in, meet the criteria for the program.

6.3.5 Coordinates and obtains required service agreements through credit card purchase.

6.3.6 Maintains informal records request for reconditioning memorandum.

6.3.7 Obtains an itemized receipt for all instruments turned over to the contractor.

6.3.8 Obtains from the contractor an itemized statement of estimated recycling cost.

6.3.9 Authorizes the contractor to proceed with reconditioning services after verifying that estimated costs will not exceed 60% of the estimated replacement cost.

6.3.10 Upon completion of services, obtains an itemized statement of recycling cost.

6.3.11 Performs a cost benefit study upon completion of each service to determine economical feasibility of the MIREP (see Appendix C for example).

6.3.12 Performs a Consolidated Cost Benefit study at the end of each Fiscal Year (see Appendix C for example).

6.3.13 Returns all instruments to Central Material Supply for return to hand receipt holders.

6.3.14 Ensures that records are maintained on all items serviced under the auspices of the MIREP program.

6.4 Chief, Materiel Branch

6.4.1 Gives the hand receipt holder/CSS a turn-in receipt for all durable instruments turned in as unrepairable.

6.4.2 Turns in to the Defense Reutilization and Marketing Office all unserviceable instruments, posting turn-in to document register.

The proponent of this publication is MCXJ-LO. Users are invited to send comments and suggested improvements on DA Form 2028 directly to USAMEDDAC, ATTN: Logistics Division, MCXJ-LO, Fort Huachuca, AZ 85613-7040.

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DISTRIBUTION: B

1 April 2004

APPENDIX A
SAMPLE

MCXJ-MED-DN

23 Jan 2001

SUBJECT: Request for Refurbishment of Medical Instruments

1. Request the following items be sharpened 7 refurbished on 8 June 93.

2. The items will be maintained in the OR and CMS in the event they are needed for surgical procedures.

3. The following information is submitted:

			Total Value	Price Per	60%
a.	31 ea	General Scissors	1116.00	36.00	21.60
b.	6 ea	Cast Scissors	474.00	474.00	47.40
c.	23 ea	Suture Scissors	1891.75	82.25	49.35
d.	3 ea	Wire Cutters	246.75	82.25	49.35
e.	4 ea	Chisel	44.00	44.00	6.60
f.	8 ea	Osteotome	552.40	69.05	41.43
g.	16 ea	Currettes	1914.44	119.65	71.79
h.	17 ea	Elevators	840.65	49.45	29.67
i.	3 ea	Gouges	166.35	55.45	33.27
j.	8 ea	S/A Rongeurs	1394.00	174.25	104.55
k.	9 ea	D/A Rongeurs	3298.95	366.55	219.93
l.	4 ea	S/A Bone Cutting Force	638.20	159.55	95.73
m.	3 ea	D/A Bone Cutting Forceps	1087.50	362.50	217.50
n.	6 ea	DE Elevator	296.70	49.45	29.67
o.	6 ea	DE Retractor	714.30	119.05	71.43
p.	34 ea	Retractors	3816.50	112.25	67.35
q.	12 ea	Towel Clamp/Clip	182.52	15.21	9.13
r.	11 ea	Skin Hook	555.50	50.50	30.30
s.	3 ea	Suction Tip/Tube	27.51	9.17	5.50
t.	66 ea	Forceps	3309.90	50.15	30.09
u.	2 ea	Pituitary Rongeurs	535.30	267.65	160.59
v.	12 ea	Meniscus Knives	700.20	58.35	35.01
w.	6 ea	Needle Holders	237.48	39.58	23.75

TOTAL REPLACEMENT VALUE \$24,040.90

x. 346 ea Misc Instruments requiring adjustment & polishing.

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OIC, SURGERY

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APPENDIX B
SAMPLE

MCXJ-LO (700-6)

12 December 1998

MEMORANDUM FOR RECORD

SUBJECT: Cost Benefit Study of Medical Instrument Recycling
Program (Date of service: 3 Dec 98)

1. The following cost benefit study is provided as required per
AR 40-61 Para 8-24 and HSC Pamphlet 700-1, CLRT Checklist.

2. The service of instruments included the adjustment &
polishing of equipment sets which incorporated an additional 285
various pieces. The replacement costs for these 285 items are not
figured into the savings.

Estimated Replacement cost of 247 sharpened instruments
\$ 18,530.26

	(247 Instruments)
Actual Refurbish Costs	Avg. Cost Per Instrument
\$ 1,884.60	\$ 7.62

Savings due to the MIREP
\$ 16,645.66

Percentage of Cost Savings
89.8%

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C, Clinical Engineering Branch

Reviewed by: SIGNATURE BLOCK
on _____ C, Logistics Division

Appendix C
SAMPLE

MCXJ-LO (700-6)

23 Jan 2001

MEMORANDUM FOR RECORD

SUBJECT: Consolidation Cost Benefit Study of Medical Instrument
Recycling Program for FY-95

1. The following cost benefit study is provided as required per AR 40-61 Para 8-24 and HSC Pamphlet 700-1, CLRT Checklist.

2. The service of instruments included the adjustment & polishing of equipment sets, which incorporated 904 various pieces. The replacement costs for these 904 items are not figured into the savings.

Estimated Replacement cost of 297 sharpened instruments
\$ 22,375.45

	(297 Instruments)
Actual Refurbish Costs	Avg. Cost Per Instrument
\$ 2,434.05	\$ 8.19

Savings due to the MIREP
\$ 19,941.40

Percentage of Cost Savings
89.1%

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C, Clinical Engineering Branch

Reviewed by: SIGNATURE BLOCK
on _____ C, Logistics Division